

# **Youth Opportunity Boston Transitional Employment Services Learning Modules**

*Community Service Learning Level*

## **WORK READINESS LEVEL**

### ***5 Learning Modules***

#### **Community Service Learning Projects**

- Asset Mapping
- Partnering with Community Organizations
- Volunteerism
- Positive Community Impact

#### **Community Engagement Learning Projects**

- Committee Structures
- Team Building Dynamics
- Time Management
- Deadlines
- Recruitment

#### **Leadership Developing Training**

- Attitude
- Behavior
- Diversity
- Public Speaking
- Social Justice

#### **Work Readiness Training**

- Personal Hygiene
- Language: Verbal and Non-Verbal
- Cultural Diversity
- Sexual Harassment Prevention
- Conflict Resolution

#### **Computer Readiness Training**

- Introduction to Microsoft Word
- Internet Access

**Youth Opportunity Boston  
Transitional Employment Services  
Learning Modules**

*Sponsor Job Level*

**JOB LEVEL**

***4 Learning Modules***

**Individual Learning Project**

Community Resource

Time Management

Deadline

**Leadership Development Training**

Attitude

Behavior

Diversity

Public Speaking

Social Justice

**Job Readiness Training**

Diversity in the Workplace

Dress for Success

Workplace Etiquette

Job Applications

Resumes

Interview Skills

Conflict Resolution

Sexual Harassment Prevention

Rights on the Job

**Computer Application Training**

Intermediate Microsoft Word

Introduction to Microsoft Excel

Introduction to Power Point

# **Youth Opportunity Boston Transitional Employment Services Learning Modules**

*Private Sector I*

## **EMPLOYMENT LEVEL**

### ***3 Learning Modules***

#### **Employment Readiness Training**

- Diversity in the Workplace
- Dress for Success
- Workplace Etiquette
- Resumes
- Interview Skills
- Conflict Resolution
- Sexual Harassment Prevention

#### **Computer Software Training**

- Advance Microsoft Word
- Intermediate Microsoft Excel
- Intermediate Microsoft Power Point
- Introduction to Microsoft Access

#### **Leadership Development Skills**

- Communication Skills
- Interpersonal Skills
- Self Management

*Private Sector II*

## **CAREER LEVEL**

### ***2 Learning Modules***

#### **Career Advancement Training**

- Salary Negotiation
- Tuition Reimbursement
- 401K
- Life Insurance

#### **Computer Networking**

- Web Site Design
- Microsoft Office User Specialist
- \*A+ Certification
- \*On the Job Training
- \*Skills Training
- \*provided by outside agencies